



MTSS



Fact Sheet for Military Personnel Attending Training at Fort Meade, MD Attach to Applicable Orders (PCS/TDY/ADT)

1. The Army is in the process of changing how funds are distributed to the field to support Soldiers attendance to institutional training in a temporary duty or active duty training status. Listed below are some important facts regarding the initiative and the changes that affect you.

- Change in funding begins with classes that start on or after 2 May 2005.
- Includes all Army military components and ranks.
- Does not alter or stop your Basic Allowance for Subsistence.
- Students are no longer required to call and make lodging reservations.

2. Students will report as follows:

- All MOS Reclassification Advanced Individual Training (AIT) will report to DINFOS Student Detachment, Building 8609 for in-processing and housing assignment (barracks).
- All BNCOC and ANCOC students will report to the NCOA, Building 8541 for in-processing. All BNCOC students will be assigned to barracks. All ANCOC students will be referred to Abrams Hall, Building 2793 for room assignment.
- All other students will report to Abrams Hall, Building 2793 for a room assignment.

3. Students will no longer be required to pay for lodging (on-post or off-post). Cost of your stay will be centrally funded by the installation. When on-post lodging is not available, Fort Meade lodging will secure a contracted room off-post. Students directed to report to training site without local transportation (i.e., POV) are encouraged to call (301) 677-5884 or 6529 (DSN 622) or (410) 674-7700, extension 0 before leaving their home station so that on-post housing is assured.

4. Resident service school students attending MOS AIT reclassification, BNCOC and the Public Affairs Officer Course will continue to subsist at installation dining facilities, seven days per week at no cost to the soldier. All other resident Army military students will subsist at installation dining facilities weekdays with full per diem for meals on weekends and Federal holidays. Cost of meals is funded by the installation.

5. On-post bus service is available, seven days per week. Taxi service is available. If you travel by air, you are authorized taxi fare NTE \$40.00 a week. If the taxi authorization applies to your travel situation, make sure your orders authorizes. You will need to keep a daily log of taxi expenses for reimbursement. Authorization upfront makes seeking reimbursement for incurred expenses easier. In and around mileage, if approved by the order-issuing official, is limited as follows.

- 2 miles, per day if assigned on-post.
- 20 miles, per day if assigned off-post.

6. Soldiers are not to report early to training site or bring dependents/family members. Fort Meade does not have sufficient facilities to provide adequate support.

7. Any further information or questions regarding travel and per diem entitlements should be directed to your training manager.

FROM PLA: DA WASHINGTON DC//DAMO-TRC//

DTG: 041424Z MAR 05

ALARACT 043/2005

SUBJECT:MILITARY TRAINING SERVICE SUPPORT (MTSS) PROGRAM

1. THIS MESSAGE ANNOUNCES THE IMPLEMENTATION OF THE MTSS PROGRAM FOR ARMY MILITARY STUDENTS ATTENDING CLASSES AT THE AMERICAN FORCES INFORMATION SERVICES SCHOOL(DINFOS) AND THE SIGNAL NONCOMMISSIONED OFFICER ACADEMY AT FORT MEADE, MARYLAND.

2. THE MTSS PROGRAM AT FORT MEADE IS EFFECTIVE WITH CLASSES THAT BEGIN ON OR AFTER 2 MAY 05 AND IS APPLICABLE TO ALL ARMY MILITARY TDY/ADT RESIDENT SERVICE SCHOOL STUDENTS EXCEPT THOSE ATTENDING IRR RAPID TRAIN-UP COURSES. TRAVEL AND PER DIEM COSTS FOR IRR RAPID TRAIN-UP STUDENTS ARE CAPTURED UNDER A SEPARATE FUNDING SOURCE(E.G., GWOT). TEMPORARY DUTY/ACTIVE DUTY FOR TRAINING ORDERS WILL DIRECT GOVERNMENT QUARTERS AT NO COST TO SOLDIER AND GOVERNMENT DEDUCTIBLE MEALS AT NO COST TO THE SOLDIER AS DELINEATED IN PARAGRAPH FIVE.

3. ASSIGNMENT TO GOVERNMENT QUARTERS IS THE RESPONSIBILITY OF THE INSTALLATION.FORT MEADE REQUIRES THAT ALL RESIDENT SERVICE SCHOOL STUDENTS REPORT TO ABRAMS HALL, BUILDING 2793 FOR ROOM ASSIGNMENTS EXCEPT FOR MILITARY OCCUPATIONAL SPECIALTY(MOS) ADVANCED INDIVIDUAL TRAINING (AIT) RECLASSIFICATION, BASIC NONCOMMISSIONED OFFICER COURSE (BNCOC) AND ADVANCED NONCOMMISSIONED OFFICER COURSE (ANCOC) STUDENTS. ALL MOS RECLASSIFICATION AIT STUDENTS WILL REPORT TO DINFOS STUDENT DETACHMENT, BUILDING 8609 FOR IN-PROCESSING AND BARRACK HOUSING. ALL BNCOC AND ANCOC STUDENTS WILL REPORT TO BUILDING 8541 FOR IN-PROCESSING. SOLDIERS ATTENDING BNCOC WILL BE HOUSED IN BARRACKS. AFTER IN-PROCESSING, ANCOC STUDENTS WILL BE REFERRED TO ABRAMS HALL FOR ROOM ASSIGNMENT. ADVANCED ROOM RESERVATIONS FOR STUDENTS ARE NOT REQUIRED. LODGING WILL HOLD ROOMS IN SUPPORT OF MTSS SOLDIERS AND ASSIGN ROOMS AT CHECK-IN. STUDENTS THAT MUST TRAVEL BY AIR AND WITHOUT AUTHORIZATION FOR LOCAL TRANSPORTATION (I.E., RENTAL CAR) ARE ENCOURAGED TO CALL (301) 677-5884 OR 6529(DSN 622) OR (410) 674-7700, EXTENSION ZERO BEFORE LEAVING HOME STATION SO ARRANGEMENTS CAN BE MADE FOR ON-POST GOVERNMENT LODGING.

4. THE GOAL IS TO LODGE ALL ARMY RESIDENT SERVICE SCHOOL STUDENTS ON POST. ALL OFF-POST STUDENT ROOM NIGHT REQUIREMENTS WILL BE HANDLED BY FORT MEADE LODGING THROUGH CONTRACTED HOTELS. WE EXPECT THESE HOTELS TO OFFER STANDARD MID-LEVEL AMENITIES. FORT MEADE LODGING MAY RECALL STUDENTS FROM OFF-POST CONTRACTED HOTELS.THE RECALL PROCESS WILL BE ACCOMPLISHED DURING INITIAL CHECK IN. STUDENTS WILL BE ADVISED IN WRITING WHEN ON POST LODGING BECOMES AVAILABLE. FORT MEADE WILL FUND LODGING FROM REPORT DATE THROUGH CLASS END DATE.

5. RESIDENT SERVICE SCHOOL STUDENTS ATTENDING MOS AIT RECLASSIFICATION, BNCOC AND PUBLIC AFFAIRS OFFICER COURSE TRAINING WILL CONTINUE TO SUBSIST AT INSTALLATION DINING FACILITIES, SEVEN DAYS PER WEEK AT NO COST TO THE SOLDIER. ALL OTHER ARMY MILITARY STUDENTS WILL SUBSIST AT INSTALLATION DINING FACILITIES FIVE DAYS PER WEEK AT NO COST TO SOLDIER WITH FULL MEAL PER DIEM ON WEEKENDS AND FEDERAL HOLIDAYS.FORT MEADE WILL FUND SUBSISTENCE REQUIREMENTS FROM CLASS START DATE TO CLASS END DATE EXCEPT AS DIRECTED ABOVE. THE DINING FACILITIES ARE LOCATED AS CLOSE AS POSSIBLE TO THE STUDENTS LODGING AND CLASSROOMS FOR CONVENIENCE. FORT MEADE WILL USE AN AUTOMATED SYSTEM TO TRACK MEALS SERVED. AN IDENTIFICATION CARD READER WILL BE LOCATED AT EACH SERVING LINE. THE STUDENTS WILL SWIPE THEIR MILITARY ID CARDS AFTER BEING SERVED. DAILY STATISTICS WILL BE AVAILABLE BY COMPONENT, STUDENT AND MEAL.

6. FORT MEADE PROVIDES ON-POST SHUTTLE BUS SERVICE SEVEN DAYS PER WEEK. ON-POST TAXI SERVICE IS ALSO AVAILABLE. SENDING COMMANDS WILL AUTHORIZE TAXI AUTHORIZATION NOT TO EXCEED \$40.00 A WEEK FOR MTSS STUDENTS WITHOUT LOCAL

TRANSPORTATION AUTHORIZATION. TAXI FARE IS SUBJECT TO CHANGE BASED ON FINAL OFF-POST GOVERNMENT CONTRACTED HOTEL LOCATIONS. IN AND AROUND MILEAGE FOR RESIDENT SERVICE SCHOOL STUDENTS THAT TRAVEL BY POV MAY BE AUTHORIZED BY THE ORDER ISSUING OFFICIAL AS FOLLOWS:

(A) TWO MILES A DAY, IF ASSIGNED ON-POST LODGING.

(B) TWENTY MILES A DAY, IF ASSIGNED TO OFF POST LODGING.

7. SENDING COMMANDS HAVE THE RESPONSIBILITY TO EDUCATE/BRIEF STUDENT TRAVELERS ON MTSS. TEMPORARY DUTY/ACTIVE DUTY FOR TRAINING ORDERS WILL DIRECT GOVERNMENT LODGING AT NO COST TO THE SOLDIER AND GOVERNMENT DEDUCTIBLE MEALS AT NO COST TO THE SOLDIER AS DIRECTED IN PARAGRAPH FIVE ABOVE. SOLDIERS ARE NOT AUTHORIZED PER DIEM AT THEIR PERMANENT DUTY STATION (PDS). WHEN INSTITUTIONAL TRAINING IS DIRECTED AT THE NEW PDS SITE (E.G., FORT MEADE), SOLDIERS MUST PCS TO THE INSTALLATION BEFORE THEY REPORT TO COURSE OF INSTRUCTION. IN THESE CASES, TDY ORDERS ARE NOT GENERATED BY THE LOSING COMMAND. SAMPLE ORDER FORMAT AND A FACT SHEET CAN BE FOUND AT [HTTP://WWW.HQDA-ODCSOPS.ARMY.PENTAGON.MIL/MTSS](http://www.hqda-odcsops.army.pentagon.mil/mtss). SAMPLE TRAVEL ORDER FORMAT MUST BE FOLLOWED TO REDUCE EXCESSIVE OBLIGATIONS BY THE SENDING COMMAND AND ENSURE STUDENT TRAVELERS ARE REIMBURSED APPROPRIATELY. WE ENCOURAGE SENDING COMMANDS TO ATTACH A COPY OF THE FORT MEADE FACT SHEET TO EACH ORDER SO THE SOLDIER KNOWS WHAT TO EXPECT AT THE TRAINING SITE.

8. TRAVEL SETTLEMENT VOUCHERS MUST BE CAREFULLY REVIEWED TO PRECLUDE ERRONEOUS PAYMENTS. THERE SHOULD BE NO CLAIMS FOR LODGING WHILE AT THE TRAINING SITE. THERE SHOULD BE NO CLAIMS FOR MEAL REIMBURSEMENT EXCEPT WHERE AUTHORIZED. FORT MEADE IS RESPONSIBLE FOR ALL LODGING COSTS FROM CLASS REPORT DATE TO THE CLASS END DATE AND MEAL COSTS AS OUTLINED IN PARAGRAPH FIVE. THERE SHOULD BE NO CLAIMS FOR IN AND AROUND MILEAGE OR TAXI FARES UNLESS AUTHORIZED ON ORIGINAL TRAVEL ORDER. STUDENTS ARE REQUIRED TO KEEP A DAILY LOG FOR IN AND AROUND MILEAGE AND/OR TAXI REIMBURSEMENT. THE ORDER ISSUING OFFICIAL, IF APPLICABLE, IS ALSO RESPONSIBLE FOR TRAVEL TO AND FROM TRAINING SITE TO INCLUDE ALL MISCELLANEOUS EXPENSES/ENTITLEMENTS DURING THE TDY PERIOD, IF APPLICABLE (I.E., MEAL PER DIEM, IN-AND-AROUND MILEAGE, TAXI FARE AND LAUNDRY EXPENSES).

9. SENDING COMMANDS ARE REMINDED THAT ACTIVE COMPONENT SOLDIERS WHO ATTEND TRAIN-ING IN A TDY ENROUTE STATUS (I.E., AR 614-6 OR AR 600-8-11) DO NOT REQUIRE TWO SETS OF ORDERS (PCS AND TDY ORDER). THE FUND CITE FOR THE APPLICABLE TDY EXPENSES/ENTITLEMENTS CAN BE PLACED IN THE PCS ORDER UNDER SPECIAL INSTRUCTION O COST TO SOLDIER AND GOVERNMENT DEDUCTIBLE MEALS AT NO COST TO SOLDIER S. SPECIAL INSTRUCTIONS MUST DIRECT GOVERNMENT LODGING AT N AS DIRECTED IN PARAGRAPH FIVE ABOVE. SOLDIERS WILL FILE FOR TDY REIMBURSEMENT WITH THEIR PCS TRAVEL VOUCHER AT THE NEW PDS. SOLDIERS THAT ELECT TO RETURN TO THE OLD PDS (I.E., AR 614-6 OR AR 600-8-11) BEFORE SIGNING OUT OF PDS WILL BE ISSUED A DD FORM 1610. THE SOLDIER WILL FILE THE TRAVEL CLAIM WITHIN FIVE DAYS OF COMPLETING THE TDY OR BEFORE CLEARING THE CURRENT PDS. SOLDIERS DIRECTED TO INSTITUTIONAL TRAINING AT THEIR CURRENT OR NEW PDS MAY NOT ELECT ANY TRAVEL OPTION SINCE SOLDIERS MAY NOT BE ON TDY AT PERMANENT DUTY STATION. ORDER ISSUING OFFICIALS WILL NOT AUTHORIZE TDY UNLESS THE SOLDIER HAS A VALID ATRRS RESERVATION. SOLDIERS ARE NOT TO REPORT EARLY TO THE TRAINING BASE OR BRING DEPENDENTS/FAMILY MEMBERS. FORT MEADE DOES NOT HAVE SUFFICIENT FACILITIES TO SUPPORT DEPENDENTS/FAMILY MEMBERS.

10. PER DEPARTMENT OF DEFENSE DIRECTIVE 4515.14, SOLDIERS ASSIGNED TO DOD ACTIVITIES WITHIN THE NATIONAL CAPITAL REGION (NCR) ARE NOT REQUIRED TO HAVE TRAVEL ORDERS ISSUED FOR OFFICIAL TRAVEL IN THE NCR. SENDING ACTIVITIES IN THE NCR MAY ISSUE TRAVEL ORDERS FOR REIMBURSEMENT OF TRAVEL EXPENSES AND PAYMENT OF PER DIEM ONLY INAPPLICABLE CIRCUMSTANCES WHEN PERMITTED BY THE JFTR, VOLUME 1. SOLDIERS NOT ISSUED OFFICIAL TRAVEL ORDERS THAT INCUR OFFICIAL EXPENSES (I.E., LOCAL TRAVEL AS PERMITTED BY JFTR, VOLUME 1) CAN USE STANDARD FORM 1164

(CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS).

11. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF AC STUDENTS LODGING AND SELECTED MEALS AS DELINEATED ABOVE WILL BE ALLOCATED TO FORT MEADE THROUGH THE INSTALLATION MANAGEMENT AGENCY. FUNDS TO SUPPORT USAR AND ARNG LODGING AND MEAL REQUIREMENTS WILL BE ISSUED BY OCAR/USARC AND NGB UTILIZING A MILITARY INTERDEPARTMENTAL PURCHASE REQUEST.

12. POC FOR THIS MESSAGE IS MRS. MCCRILLIS, ODCS, G-3/5/7 AT DSN 224-9706.